

Microsoft Office 2003

Concepts and Techniques

Word 2003

Project one

Creating and Editing a Word Document

Double Entry Journal

Key term:	Definition:	How this definition relates to your prior experience:
Microsoft Office Word (WD 4)	Full-featured word processing program that allows you develop announcements, letters, memos, resumes, reports, fax cover sheets, mailing labels, newsletters, and many other types of documents.	I used it to write those.
Language bar (WD 7)	The Language bar contains buttons that allow you to speak commands and dictate text	I might write essay when my keyboard was broken.
task pane (WD 7)	Separate window that enables users to carry out some Word tasks more efficiently.	I use is to carry out clip arts.
toolbar (WD 7)	A toolbar contains buttons and boxes that allow you to perform frequent tasks quickly.	It is used to use the tool in MS Office.
document window (WD 10)	The document window displays text, tables, graphics, and other items as you type or insert them in a document.	I can see the document by document window.
end mark (WD 11)	Short horizontal line that indicates the end of the document.	I can know what line I am writing by end mark.
horizontal rule (WD 11) horizontal rule (WD 11)	At the top edge of the document window.	I used it to change the line length. (Starting, end point)

insertion point (WD 11)	A blinking vertical bar that indicates where text will be inserted as you type.	I know where I am writing by insertion point.
mouse pointer (WD 11)	The mouse pointer becomes different shapes depending on the task you are performing in Word and the pointer's location on the screen.	It is used to click or drag things. It is not used to write.
scroll bar (WD 11)	The scroll bar displays different portions of your document in the document window.	When I set the size of paper big, I read words in so right side by scroll bar.
scroll box (WD 11)	Scroll box reflects the location of the portion of the document that is displayed in the document window.	I did read the bottom side by scroll box.
status bar (WD 11)	The status bar presents information about the location of the insertion point and the progress of current tasks, as well as the status of certain commands, keys, and buttons.	I can check this page's information.
vertical ruler (WD 11)	Something is displayed at the left edge of the Word window when you perform certain tasks.	I can change the line of my paragraph.
full menu (WD 12)	A full menu lists all the commands associated with a menu.	I can use tools.
menu (WD 12)	A menu contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting data in a document.	It help me to do some act.
menu bar (WD 12)	It is a special toolbar that displays the Word menu names.	It is used to do important thing like opening the file.
short menu (WD 12)	It lists your most recently used commands	I never think it is good idea.
status indicators (WD 12)	It is to turn certain keys or modes on or off.	I can indicate some options.
dimmed command (WD 13)	It appears gray, or dimmed,	I can not use it.

	instead of black, which indicates it is not available for the current selection.	
hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu.	I only can use it on the menu bar.
ScreenTip (WD 13)	It is a short on-screen note associated with the object to which you are pointing.	It is help me what it is.
submenu (WD 13)	It is a list of additional commands associated with the selected command.	I don't use it.
docked toolbar (WD 14)	It is a toolbar that is attached to an edge of the Word window.	It is on the top.
floating toolbar (WD 14)	It is not attached to an edge of the Word window; that is, it appears in the middle of the Word window.	It is on the middle.
Formatting toolbar (WD 14)	Formatting toolbar is a kind of two built-in toolbars that to do a work about a word or sentence.	It is about font detail
move handle (WD 14)	It is the vertical dotted line on the left edge of the toolbar.	I can move the menu.
Standard toolbar (WD 14)	Standard toolbar is a kind of two built-in toolbars that to do general or standard thing.	It is about general things.
file name (WD 28)	It is a name assigned to a file when it is saved	I can determine which file I want to open.
folder (WD 29)	It is a specific location on a disk.	it makes my PC more clear.
character formatting (WD 31)	It is the process of changing the way characters appear on the screen and in print.	I can make character.
paragraph formatting (WD 31)	It is the process of changing the appearance of a paragraph	I can make paragraph.
select (WD 33)	It is highlighted.	It is for some special acting.
selected text (WD 33)	It is highlighted text.	It is to do something for the text that I selected.
left-aligned (WD 36)	Flush at the left margin of	It is normal setting

	the document with uneven right edges.	
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges.	I used it to move the word to right. I usually used it to write my name.
centered (WD 38)	Position its text horizontally between the left and right margins on the page.	I can move the word to center easily, and I usually used it to write the title.
Repeat command (WD 39)	Duplicates your last command so you can perform it again	I can redo thing that I canceled.
italicized (WD 41)	Has a slanted appearance	I used it for important words.
underlined (WD 42) underlined (WD 42)	Text prints with and underscore below each character.	I used it for important words.
bold (WD 44)	Characters display somewhat ticker and darker than those that are not bold.	I used it for important word.
clip art (WD 45)	Word includes many predefined graphics.	If I don't have a picture for my document. I can use it.
Clip Organizer (WD 45)	Clip art locate.	I can find clip art.
graphic (WD 45)	Files containing graphical images.	I can understand easily.
resizing (WD 49)	Includes both enlarging and reducing the size of a graphic.	It is changing the image size.
selection rectangle (WD 49)	A selected graphic is displayed surrounded.	I can know which picture I select.
sizing handles (WD 49)	Selection rectangle's small squares.	I change the image size easily
hard copy (WD 53)	A printed version of the document.	I can check before print.
printout (WD 53)	A printed version of the document.	I can check before print.
insert mode (WD 57)	Word inserts the character and moves all the characters to the right of the typed character on position to the right.	It is normal mode. I am usually in this mode
overtyping mode (WD 57)	Word replaces characters to the right of the insertion point.	When I rewrote some sentence, I used it
Word Help system (WD 60)	It gives us answers to	I did find a lot of things in

	questions.	help system
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